Introduction

The Automated Safety Incident Surveillance Tracking System (ASISTS) package stores data on accidents causing injuries and illnesses that are reported via the Report of Accident (2162), the Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation (CA-1), and the Notice of Occupational Disease and Claim for Compensation (CA-2) forms. This release is mainly concerned with automating the reporting of needlestick, sharps, and bodily fluid exposure incidents since the Veterans Health Administration (VHA) established a goal to reduce the number of bloodborne pathogen exposure related incidents. However, the information on any accident causing injury or illness, reportable through the above forms, may be entered into VISTA using this software. While this release limits itself to providing a mechanism to gather and store incident data, ultimately, the bloodborne pathogen exposure related data will be reported upward to a national database.

Implementation and Maintenance

ELECTRONIC SIGNATURE

Supervisors (includes voluntary supervisors), employees, and safety officers will be using an electronic signature to sign their portion of either the 2162, CA-1, or CA-2.

MENU OPTION ASSIGNMENT

Employee Health and AOD
Assign the menu ASISTS Employee Health Menu [OOPS EMP HEALTH MENU].

Supervisors
Assign the menu ASISTS Supervisor Menu [OOPS SUP MENU].

Employees
Assign the menu ASISTS Employee Menu [OOPS EMP MENU].

Safety Officer(s)
Assign the menu ASISTS Safety Officer's Menu [OOPS SAFETY MENU].

Union Representatives
Assign the menu ASISTS Union Menu [OOPS UNION MENU].

KEY ASSIGNMENT

There are no keys associated with this software.

MAIL GROUPS

Mail groups are created during installation. Each needs to be populated with members as described here:

OOPS EH: Members of this group should be persons from Employee Health and Infection Control (when available). Messages are sent to this mail group every time an incident involves Exposure to Body Fluids, Needlesticks, or Sharps.

OOPS INJURY: Members of this group should be Human Resources Management (generally compensation specialists) and the safety officer (if the safety officer wants

to be notified every time a record is created). The bulletin, OOPS CASE, is sent to this group every time a record is created for an incident involving an injury or illness. The bulletin, OOPS EMPLOYEE, is sent to this group every time an employee signs a CA-1 or CA-2.

OOPS SAFETY: Members of this group are the safety officers for the site. This group receives a bulletin, OOPS SAFETY, when the supervisor completes and signs a VA Form 2162.

OOPS UNION: Members of this group are union representatives. This group receives a bulletin, OOPS CASE, when an accident record is created, OOPS EMPLOYEE, when an employee signs off on a CA-1 or CA-2, and OOPS SUPERVISOR, when a supervisor signs off on a CA-1 or CA-2.

BULLETINS

OOPS BILL OF RIGHTS: This bulletin is sent to the employee when an accident record is created.

```
EMPLOYEE BILL OF RIGHTS FOR ACCIDENTS AND OCCUPATIONAL ILLNESSES

You have the right to select the physician or facility to provide
treatment for the sustained injury or illness.  The VA facility is
available for examination and treatment, but cannot mandate use of the
facility to the exclusion of your choice of medical care.

You have the right to file a CA-1 (injury) or CA-2 (illness) to apply
for compensation.

You have the right to union representation at any time.
```

OOPS CASE: This bulletin is sent to the OOPS INJURY, OOPS EH (when a bodily fluid exposure), and OOPS UNION mail groups, and to the supervisor when the case is created.

```
An incident (injury, illness or accident) has occurred.

Name of person involved: NAME,PERSONS (123-02-0636)
Date of incident:        APR 27, 1998@09:57
Case #:                  1998-00025

The 1st line supervisor is required to:

a. Complete a Report of Accident through the option:
   Edit Report of Incident.

b. Inform the injured employee on rights and benefits for completing
   the CA-1 (Injury) or CA-2 (Illness) Compensation Claims.
```

OOPS EMPLOYEE: This bulletin is sent to supervisors, union representatives (OOPS UNION mail group), and HRM (OOPS INJURY mail group) when an employee signs a CA-1 or CA-2.

```
The following employee has signed a CA-1 or CA-2.

Employee Name
Date of Incident
Case#

The Incident Report is ready for review by the supervisor. It must be
completed and filed with the DOL within 5 working days.
```

OOPS SAFETY: This bulletin is sent when the supervisor signs a 2162 to notify the Safety Officer that a case is ready for review.

```
A Report of Accident and Illness has been released for your review.

Employee Name
Date of Incident
Case#
```

OOPS SUPERVISOR: This bulletin is sent to union representatives when a supervisor signs a CA-1 or CA-2.

```
The supervisor has signed the CA-1 or CA-2 for the following incident:

Employee Name
Date of Incident
Case#
```

EQUIPMENT

Printing of the CA-1 and CA-2 forms requires a Hewlett Packard laser jet, or compatible, PCL (Printer Control Language) Level 5.

Slave printer:
These are the terminal and device settings to slave from a PC that emulates a VT style terminal to an HP 3, 4, 5, or 6 with PCL 5. This will also work on a terminal if that terminal is a VT style and there is an HP 3, 4, 5, or 6 connected to it.

Settings for TERMINAL TYPE of P-SLAVE HP FORM

```
NAME: P-SLAVE HP FORM                    RIGHT MARGIN: 256
```

```
FORM FEED: #                           PAGE LENGTH: 1000
BACK SPACE: $C(8)                      OPEN EXECUTE: W *27,"[5i"
CLOSE EXECUTE: W *27,"[4i",!           OPEN PRINTER PORT: W *27,"[5i"
CLOSE PRINTER PORT: W *27,"[4i",!
```

Settings for DEVICE of P-SLAVE-HP FORM

```
NAME: P-SLAVE-HP FORM                  $I: 0
  VOLUME SET(CPU): PAY                 QUEUING: NOT ALLOWED
  LOCATION OF TERMINAL: SLAVE PRINTER  SUPPRESS FORM FEED AT CLOSE: YES
  SUBTYPE: P-SLAVE HP FORM             TYPE: TERMINAL
```

Files

File #	Global	Name	Description
2260	^OOPS(2260,	ASISTS ACCIDENT REPORTING	This file contains all information associated with an accident that results in injury and/or illness.
2261	^OOPS(2261,	ASISTS CHARACTERIZATION OF INJURY	This file contains a list of terms used to describe or categorize the type of injury sustained by the employee. Each term is associated with a code. File data is exported with the package and should not be edited by medical center staff.
2261.1	^OOPS(2261.1,	ASISTS BODY PARTS	This file contains a list of terms and codes used to describe the body part that was affected by the injury. File data is exported with the package and should not be edited by the site.
2261.2	^OOPS(2261.2,	ASISTS CRITICAL TRACKING ISSUES	This file contains a list of terms used to categorize the type of injury sustained by the employee. Each term is associated with a code. File data is exported with the package and should not be edited by the site.
2261.3	^OOPS(2261.3,	ASISTS PERSONAL PROTECTIVE EQUIPMENT	This file contains items worn for protection against body fluid exposure. File data is exported with the package and should not be edited by the site.
2261.4	^OOPS(2261.4,	ASISTS SETTING OF INJURY	This file contains a list of patient care areas and other locations where accidents occur. Each location is associated with a code. File data is exported with the package and should not be edited by the site.
2261.5	^OOPS(2261.5,	ASISTS PURPOSE FOR USING SHARPS	This file contains a list of phrases describing the purpose for originally using the sharps item. Each entry is associated with a code. File data is exported with the package and should not be edited by the site.
2261.6	^OOPS(2261.6,	ASISTS OCCURRENCE OF SHARPS INJURY	This file contains a list of phrases describing how or when the injury occurred. Each entry is associated

Files

			with a code. File data is exported with the package and should not be edited by the site.
2261.7	^OOPS(2261.7,	ASISTS DEVICE/EQUIPMENT	This file contains a list of terms used in describing the device or item that caused the injury. File data is exported with the package and should not be edited by the site.
2261.8	^OOPS(2261.8,	ASISTS RESULTS	This file contains a list of phrases describing the type event (e.g., spills, contaminated sheets, person contact) that resulted in a body fluid exposure. File data is exported with the package and should not be edited by the site.

Routines

Routines for this package are in the OOPS namespace. Use the option First Line Routine Print within Routine Tools under Programmer Options to obtain a list of routines and a brief description of each.

```
First Line Routine Print
PRINTS FIRST LINES
routine(s) ? > OOPS*
searching directory ...
routine(s) ? > <ret>

(A)lpha, (D)ate ,(P)atched, OR (S)ize ORDER: A// <ret>

Include line 2? NO// <ret>

DEVICE: HOME// <ret> HOME RIGHT MARGIN: 80// <ret>
```

Routines

Exported Options

ASISTS Employee Health Menu [OOPS EMP HEALTH MENU]

       Create Accident/Illness Record [OOPS CREATE CASE]
       Print Employee Bill of Rights [OOPS PRINT BILL]

ASISTS Employee Menu [OOPS EMP MENU]

       Edit CA-1 & CA-2 [OOPS EMP ENTRY]
       Print CA1/CA2 [OOPS EMP PRINT CA]
       Print Employee Bill of Rights [OOPS PRINT BILL]
       Validate and Sign CA-1 or CA-2 [OOPS EMP VALIDATE]

ASISTS Supervisor Menu [OOPS SUP MENU]

       Create Accident/Illness Record [OOPS CREATE CASE]
       Create Amendment [OOPS CREATE AMENDMENT (SUP)]
       Edit Employee CA-1 & CA-2 [OOPS SUP EMP ENTRY]
       Edit Report of Incident [OOPS SUP ENTRY]
       Print Accident Report Status [OOPS SUP PRINT STATUS]
       Print CA1/CA2 [OOPS SUP PRINT CA]
       Print Employee Bill of Rights [OOPS PRINT BILL]
       Print Report of Accident [OOPS SUP PRINT]
       Validate and Sign CA1,CA2 or 2162 [OOPS SUP VALIDATE]

ASISTS Safety Officers Menu [OOPS SAFETY MENU]

       Create Accident/Illness Record [OOPS CREATE CASE]
       Change the Status of a Case [OOPS SAFETY CLOSE]
       Complete Report of Accident (2162) [OOPS SAFETY ENTER 2162]
       Create Amendment [OOPS CREATE AMENDMENT (SO)]
       Edit Employee CA-1 & CA-2 [OOPS SAFETY EMP ENTRY]
       Edit Report of Incident [OOPS SAFETY SUP ENTRY]
       Log of Federal Occupational Injuries and Illnesses [OOPS LOG]
       Log of Needlestick Incidents [OOPS NEEDLESTICK LOG]
       Print Accident Report Status [OOPS SAFETY PRINT STATUS]
       Print CA1/CA2 [OOPS SAFETY PRINT CA]
       Print Employee Bill of Rights [OOPS PRINT BILL]
       Print Report of Accident [OOPS SAFETY PRINT]
       Validate and Sign 2162 [OOPS SAFETY VALIDATE]

ASISTS Union Menu [OOPS UNION MENU]

Log of Federal Occupational Injuries and Illnesses [OOPS UNION LOG]
Print Accident Report Status [OOPS SAFETY PRINT STATUS]
Print Employee Bill of Rights [OOPS PRINT BILL]
Print Report of Accident [OOPS UNION PRINT]

Archiving and Purging

No archiving or purging is available with this release.

Callable Routines/Entry Points/APIs

There are no callable routines in this package.

Callable Routines

External Relations

The ASISTS package relies on the following external packages to run effectively:

VA FileMan V. 21
Kernel V. 8
MailMan V. 7.1
PAID V. 4

There is a DBIA Integration Agreement #2364 with PAID.

External Relations

Internal Relations

All options within the ASISTS package function independently.

Internal Relations

Package-wide Variables

There are no package-wide variables.

Package-wide Variables

Software Product Security

DATA MANAGEMENT

Information in this program is covered by the Privacy Act. The level of security for employee records will receive the same degree of protection as the Veteran patients.

Users of this package should be authorized personnel only.

VA FILEMAN FILE PROTECTION

#	Name	DD	RD	WR	DEL	LAYGO	AUDIT
2260	ASISTS ACCIDENT REPORTING FILE	@	@	@	@	@	@
2261	ASISTS CHARACTERIZATION OF INJURY FILE	@		@	@	@	@
2261.1	ASISTS BODY PARTS FILE	@		@	@	@	@
2261.2	ASISTS CRITICAL TRACKING ISSUES FILE	@		@	@	@	@
2261.3	ASISTS PERSONAL PROTECTIVE EQUIPMENT FILE	@		@	@	@	@
2261.4	ASISTS SETTING OF INJURY FILE	@		@	@	@	@
2261.5	ASISTS PURPOSE FOR USING SHARPS FILE	@		@	@	@	@
2261.6	ASISTS OCCURRENCE OF SHARPS INJURY FILE	@		@	@	@	@
2261.7	ASISTS DEVICE/EQUIPMENT FILE	@		@	@	@	@
2261.8	ASISTS RESULTS FILE	@		@	@	@	@

Security

Glossary

2162	Report of Accident.
AOD	Administrative Officer of the Day.
ASISTS	Automated Safety Incident Surveillance Tracking System.
Bulletin	Message sent to mail group members.
CA-1	Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation. If the injury/illness is due to a single incident, a CA-1 is filed.
CA-2	Notice of Occupational Disease and Claim for Compensation. If the illness is a result of more than one incident or more than a single shift, then a CA-2 is filed.
Case number	A number created from the fiscal year and an incrementing number to designate a specific incident. E.g., The 89th record created in FY 1998 would be: 1998-00089.
Case status	A record may be considered: Open Closed Deleted Replaced by amendment
DOI	Date of injury/illness.
Electronic signature	An encrypted signature stored in VISTA to show that a report or portion of a report is complete.
OOPS EH	Mail group comprised of personnel from Employee Health and Infection Control.
OOPS INJURY	Mail group comprised of personnel from Human Resources Management, generally compensation specialists.
OOPS SAFETY	Mail group comprised of one or more safety officers.
OOPS UNION	Mail group comprised of union representatives.

OSHA   Occupational Safety and Health Administration.

OWCP   Office of Worker's Compensation Programs.

Source code   Found on the CA-1 and CA-2. Code standing for Object or
                       Substance that is used along with the Type code which
                       stands for Action.

Type code   Found on the CA-1 and CA-2. Code standing for Action that
                       is used along with the Source code which stands for Object
                       or Substance.

VA Form 2162   Report of Accident.

ASISTS
**Automated Safety Incident Surveillance
Tracking System**

TECHNICAL MANUAL

Version 1.0

June 1998

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